

UNITED STATES DISTRICT COURT FOR THE
NORTHERN AND SOUTHERN DISTRICTS OF IOWA

**INSTRUCTIONS FOR COMPLETING ATTORNEY BIENNIAL REPORT OF C.L.E FOR THE
TWO YEAR PERIOD ENDING DECEMBER 31, 2003**

If you were admitted to practice in either the Northern or the Southern District prior to 1982 or during calendar year 1983, 1985, 1987, 1989, 1991, 1993, 1995, 1997, 1999, or 2001, this report must be sent to the Clerk of the U. S. District Court, Southern District, Des Moines, IA. on or before **March 1, 2004.** (If you are admitted in both districts, the year you were admitted in the district in which you reside determines whether you have a report due this year.) **IF YOU WERE NOT ADMITTED DURING ANY OF THESE YEARS, YOU DO NOT HAVE A REPORT DUE AT THIS TIME.** An attorney admitted to practice in both districts is required to file only one C.L.E. report and pay only one registration fee. C.L.E. record keeping for both districts is done by the Clerk's Office in Des Moines.

***A penalty of \$10.00 is assessed if the report and fee are not received on or before March 1, 2004.**

IMPORTANT INFORMATION REGARDING FEES

In an Administrative Order the Judges of the Northern and Southern Districts unanimously adopted a plan to assist with indigent representation. A copy of the order is available from the Clerk of Court. To remain in good standing to practice you must, in addition to filing this C.L.E. report:

- (1) pay a registration fee of \$30.00, and
- (2) either
 - (a) pay an additional assessment of \$20.00, or
 - (b) agree to represent a party in a pro bono case in the next two years.

Please indicate below your choice as to item (2) above:

____ Enclosed is my registration fee of \$30.00 and my assessment of \$20.00, for a total of \$50.00.

____ Enclosed is my registration fee of \$30.00 only. I agree to take one pro bono case in the next two years..

____ Enclosed is my registration fee of \$30.00 only. I am a full-time employee of a government entity and agree to biennially complete five hours of non-litigation projects.

Signature

Complete the C.L.E. report on the reverse side. Please make your check payable to "**Clerk, U. S. District Court.**" **Send this form and the check to:**

**Clerk, U.S. District Court
P.O. Box 9344**

Des Moines, IA 50306-9344

YOU MUST COMPLETE BOTH SIDES OF THIS REPORTING FORM
(1)

NAME/ADDRESS: SOCIAL SECURITY NO. _____

TELEPHONE NO. _____

_____ **CHECK IF NAME/ADDRESS CHANGED**

Year admitted to Northern District: _____

Year admitted to Southern District: _____

Federal continuing legal education activities attended from January 1, 2002, through December 31, 2003; six hours legal education in the area of federal practice* every two years is required.

Sponsor of Program	Activity	Date & Place	Number of Hours Actually Attended to Nearest 1/4 Hr.
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Total hours attended in 2002 and 2003: _____

Hours carried forward from 12/31/01 report (NOT TO EXCEED 3) _____

Less six (6) hour requirement: _____ **-6**

Hours (NOT TO EXCEED 3) carried forward _____

Date

Signature

**Clerk, U.S. District Court
P.O. Box 9344
Des Moines, Iowa 50306-9344
(2)**